

FUNDRAISING ORIENTATION PACKET

1. Board of Directors list with affiliations
2. Staff list with job titles
3. Case statement
4. Suggested script
5. Hard- to-answer questions
6. Sample letter
7. Budget - current and projected
8. Most recent financial statement
9. Gift range chart for your campaign
10. List of recent organizational accomplishments
11. Organizational materials - brochure, annual report, etc.
12. Recent newspaper articles
13. Prospect/donor forms
14. Stationary, response envelopes, thank you notes, etc.